



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

MEMORANDUM FOR INCOMING STUDENTS

19-Oct-01

FROM: AFIT/LSA
2950 P Street
Wright-Patterson AFB, OH 45433-7765

SUBJECT: Welcome Letter for Professional Continuing Education (PCE) Program

1. On behalf of the AFIT faculty and staff, I would like to welcome you to AFIT's PCE Program. You are officially enrolled in the course listed below. Please read these instructions carefully to answer many of your initial questions.

COURSE TITLE: Fundamentals of Data Management (SYS 110-02B)

CLASS LOCATION: AREA B, BLDG 641, ROOM 218

START DAY & HOUR: MONDAY, 03 DEC @ 0900

LAST DAY & HOUR: FRIDAY, 07 DEC @ 1200

COURSE MANAGER: TSgt Yvette Thomas
(Administrative/Facility Questions) DSN: 785-7777 x3255 COM: (937) 255-7777 x3255
EMAIL: yvette.thomas@afit.edu

COURSE INSTRUCTOR: Prof Samuel Epstein
(Curriculum/Technical Questions) DSN: 785-7777 x3263 COM: (937) 255-7777 x3263
EMAIL: sam.epstein@afit.edu

2. My staff and I are eager to do everything within our power to make your stay with us a positive experience. If you have special needs concerning your attendance, please contact either your Course Manager at the number listed above or myself at DSN 785-7777, ext. 3265 or commercial (937) 255-7777, ext. 3265.

3. We have included driving instructions to Wright-Patterson AFB and a pre-departure checklist for your convenience. Please take the time to complete the information sheet on contacting PCE students and leave it with those at your home or office who may need to contact you in case of emergency. Good luck with your class and call if we can be of service.

MAURY HERANDEZ
Chief, Student Operations
School of Systems and Logistics

Attachments:

1. Reporting Instructions
2. Contacting PCE Student
3. Directions to VOQ
4. Map
5. Base Entry Letter